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# **M A N U A L**

**OF THE**

**PRESS OF THE PRIVATE SECRETARY  
TO THE VICEROY.**



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**1933.**



## P R E F A C E .



The Manual of the Press of the Private Secretary to the Viceroy of which the present edition is the first of its kind explains generally the system of the administration of the Press. The salient features of the book are the analysis of the system of working, tables and duties of the *personnel* and the procedure relating to internal administration. The Manual is essentially a guide for the management of the Press and for the use of the controlling authorities.



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## CHAPTER I.

### *Nature of work and details of Establishment.*

**1. Nature of work.**—The Press of the Private Secretary to the Viceroy was established in 1872. It is primarily meant for the execution of the private and personal correspondence of His Excellency the Viceroy with His Majesty the King, the Secretary of State for India, the Governors of Provinces, &c., dealt with in the Office of the Private Secretary to the Viceroy. In the interests of the secrecy and urgency of the work this Press is required to be self-contained and accordingly apart from printing, the work for binding, cutting, gold lettering, ruling, perforating and embossing is also executed where necessary. Certain special work from other Viceregal Establishments, especially from the Invitation Office, which cannot be sent to the Government of India Presses, is also undertaken in this Press.

**2. Details of work.**—A list of works generally executed is given as Appendix III. The list is only illustrative and not comprehensive as the nature of work fluctuates with changes in the Viceroyalty. The procedure followed regarding the most important duties such as Series, Honours and Interviews is given in detail in Appendix I.

**3. Establishment.**—The strength of the establishment prior to 1931 was 47, but 2 appointments of Compositors on the temporary establishment were brought under reduction with effect from 1st June 1931 as a result of the retrenchment campaign, *vide* P. S. V.'s Memorandum No. 94-G. M.-4966, dated 6th May 1931. A further reduction of a post of Compositor on the permanent establishment was effected from 1st January 1932. This leaves the existing establishment at 44 in all, sanctioned under Government of India, Department of Industries and Labour letter

No. A.-227, dated 10th August 1921. Matters concerning the Press which require the sanction of the Government of India such as new appointments, &c., are referred to the Industries and Labour Department. The following is the detail of establishment :—

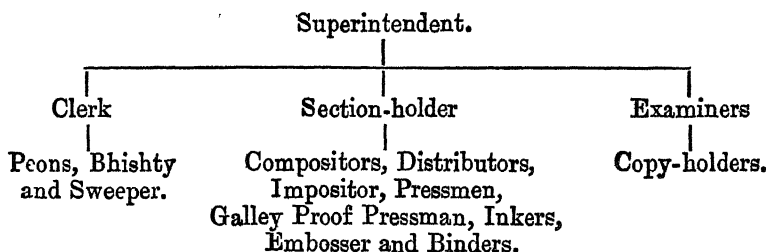
Superintendent	...	...	...	1
Clerk ...	...	...	...	1
Section-holder	...	...	...	1
Examiners ...	...	...	...	2
Copy-holders	...	...	...	2
Compositors	...	...	...	17
Distributors	...	...	...	5
Impositor ...	...	...	...	1
Embosser ...	...	...	...	1
Binders ...	...	...	...	2
Pressmen ...	...	...	...	4
Galley Proof Pressman...	...	...	...	1
Inkers ...	...	...	...	4
Peons ...	...	...	...	2
Total				44
Bhishty ...	...	...	...	1
Sweeper ...	...	...	...	1

The Bhishty and Sweeper are not permanent servants and are paid from contingencies.

**4. Distribution of Establishment.**—The Press establishment is divided into the following branches :—

Office  
Reading  
Composing  
Distributing  
Imposing  
Press  
Binding  
Embossing.

The plan drawn below shows the position of the various men employed in the Press:—



**5. Classification of Establishment.**—With the exception of Inkers and Peons, who are treated as inferior servants, the whole of the establishment is classified as ministerial under Fundamental Rule 9 (17), *vide* Government of India, Department of Industries and Labour letter No. A.-227, dated 21st August 1930.

**6. Powers of the Private Secretary and Assistant Private Secretary to the Viceroy under Civil Services (Classification, Control and Appeal) Rules.**—Under Civil Services (Classification, Control and Appeal) Rules, the Superintendent belongs to Class II—Central Services, *vide* Finance Department Notification No. D.-848 (i) Ex. I.-32, dated 26th January 1932, published in the Gazette of India, dated 30th January 1932. He is under the administrative control of the Private Secretary to the Viceroy, but his right of appeal lies to the Secretary, Government of India, Department of Industries and Labour.

**7.** As regards the other subordinate establishment named above, the Assistant Private Secretary to the Viceroy exercises the powers of appointment and punishment and appeals against his orders lie to the Private Secretary to the Viceroy, *vide* Home Department Notification No. F.-9-18-32,

dated 18th August 1932, published in Part I of the Gazette of India, dated 20th August 1932, reproduced below :—

Title of service or post.	Authority empowered to appoint.	Authority empowered to impose penalties and penalties which he may impose.		Appellate authority.
		Authority.	Penalties ( <i>See</i> Rule 3). (I) Censure. (II) Withholding of increments. (III) Reduction to lower posts, &c. (IV) Recovery from pay, &c. (V) Suspension. (VI) Removal, &c. (VII) Dismissal, &c.	
1	2	3	4	5
<i>Private Secy. to H. E. the G.-G.'s Press.</i>				
Exmrs., Copy-holders, Distributors, Compositors, Impositor, Pressmen, Binders, Inkers, Peons, &c.	A. P. S. V.	A. P. S. to G.-G.	All	Private Secy. to G.-G.

**8. Position and status of Assistant Private Secretary to the Viceroy.**—As the Establishment Officer of the Press the Assistant Private Secretary to the Viceroy makes all appointments and promotions, &c., and important cases are submitted by him to the Private Secretary to the Viceroy. He, being the drawing officer, signs all establishment and contingent bills and also cheques and receipts for the same. Letters for Departments are issued over the signature of the Assistant

Private Secretary to the Viceroy and all indents for stores are sent under his orders. He reads all proofs for Series, &c., which are submitted for approval through the Private Secretary to the Viceroy's Office. He is generally responsible for the administration of the Press and issues orders through the Superintendent.

**9. Powers of the Private Secretary to the Viceroy.**—The Private Secretary to the Viceroy is empowered to order the investigation of claims for arrears of pay, &c., under Note 2 of Article 8 (c) of C. A. C., Volume I, *vide* Industries and Labour Department letter No. A.-227, dated 3rd February 1932. The Private Secretary to the Viceroy is also empowered to sanction the commutation of Civil Pensions in the case of employees of his Press, *vide* Industries and Labour Department letter No. A.-106, dated 20th July 1928.

**10. Gradation List.**—A complete list of the existing appointments together with their grades is given in Appendix IV. Old grades shown therein are only applicable to the men who were in employment in this Press at the time when they came into force, *viz.*, 1st December 1920. The new grades, which are lower than the old grades, apply to men who have since been appointed.

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## CHAPTER II

### *Duties of employees.*

**11. Superintendent.**—The Superintendent is the immediate head of the Press establishment and is responsible for its management, supervision, control and discipline. All the work of the various branches including establishment cases must be submitted to him. After scrutiny he passes them on to the Assistant Private Secretary to the Viceroy for final orders having recorded his remarks or suggestions. Communications of an ordinary nature or for the employees are signed and disposed of by the Superintendent. He is authorised to change the duties of the men working under him when necessary and to sanction casual leave or leave in lieu of holidays. The Superintendent is responsible for watching the progress of work sent for printing. He receives the work and maintains a Diary in which he enters cases requiring special attention. He passes "clean sheets" of all work for final printing. He has also to supervise the work connected with the administration and accounts of the Press which are enumerated in the following paragraph.

**12. Clerk.**—The Clerk performs the duties of a General Assistant. He is responsible for the prescribed routine work and for the accounts and correspondence, &c., which he maintains in accordance with the system of Press Accounts. His duties are given briefly below :—

#### *Preparation of—*

- Pay Bills
- Contingent Bills
- T. A. Bills
- Bills for chargeable works, advances, General Provident Fund and House rent.
- Budget estimates
- Forecasts of expenditure
- Establishment Returns
- Pension cases
- Commutation forms.

*Maintenance of—*

Register of unserviceable articles

Contingent Register

Personal and other office files

## Stock Books of—

(a) Dead Stock

(b) Petty Plant

(c) Stores

(d) Paper and binding materials

(e) Stationery articles

Leave accounts

Service Books

Attendance Register

Verification of leave applied for

Stock-taking

Issuing stores

Typewriting

Disbursing pay

Cash and Postage Stamps

Miscellaneous works.

**13. Section-holder.**—The Section-holder should possess a good knowledge of composing and printing and should be able to keep registers of work and understand instructions. He is particularly responsible for distributing work to the Compositors equitably and expeditiously and to assist them in all technical matters in which his special experience and training can be of use. He should see that the work is got out in time and if there is any difficulty he should report to the Superintendent in good time for necessary action. He is responsible for type and other printing materials.

**14. Compositor.**—Composing is the operation of setting up type, spacing words and justifying lines. It requires a knowledge of reading, spelling and punctuation. A Compositor's work demands accuracy, expedition and a good knowledge of types, tabular matters, side notes, cut-in-notes, justifications, &c. Speed is only one of the qualifications of a good Compositor; it must be combined with intelligence and precision.

**15. Making up** is the operation of dividing matter into pages. The Compositor who makes up should possess a knowledge of case work in all its details, and should thoroughly understand the means by which the various parts of a work are arranged for Press. Before making up he should consider carefully any peculiarities there may be, in order to ensure uniformity in blanking out.

**16. Blanking out** is the process of uniformity throughout a book. Greater blank should be given before a heading; quadrats should be used for this purpose. Quotations should be avoided as far as possible.

**17. Examiner or Proof Reader.**—Proof reading is the detection and marking of typographical and other errors. A proof reader should have a sound technical knowledge of printing. He should possess a practical knowledge of the art of typography and should cultivate a quick perception, a retentive memory and an artistic taste for heading types. He must have a good knowledge of English.

**18. Copy-holder.**—He should possess a good knowledge of proof reading as well as printing. He should be able to read manuscript copies correctly, decipher uncommon words, and pass proofs when necessary. A good English education is most essential.

**19. Impositor.**—Imposing is the operation of arranging pages and securing them in chases in such a

manner that when they are printed and the sheet is folded, they will follow in numerical order, and have proper margins.

**20. Galley Proof Pressman.**—He should be able to print a forme on the press, and pull good proofs for reading purposes. He should keep the galley press clean and well oiled for getting clear impressions of type.

**21. Pressman.**—He should know how to make ready the forme, centre and fix it, pack tympan, arrange the pins on it, cut the friskets, and get good impressions. He should also keep the press clean and well oiled for easy printing. He should be able to prepare roller composition.

**22. Inkman.**—He should know how to wash and dry the rollers, how to clean the inking slab and how to keep it in order for printing. He should be able to do the work of a pressman when required.

**23.** After a forme has been printed off, the inker will wash it clean from every particle of ink. This operation should be carried out thoroughly, as cleanliness is essential to the clear printing of the same type when it is subsequently put on the same press. After the type, furniture, quoins and chase have been well brushed with lye, plenty of water should be used to drench the forme until all the ink and lye have been completely removed.

**24. Embosser.**—He should know how to handle the Embossing Machine and dies ; should be able to understand their right positions and obtain clear impressions. He should also know the work of ruling, binding and gold lettering.

**25. Binder.**—He should know how to fold, gather and collate the sheets, count the number of pages, stitch them together correctly and bind the book securely and handsomely. He should also know ruling and gold lettering.

**26. Distributor.**—Distributoin is the operation of returning types to the compartments of composing cases. Efficiency in distributing consists in throwing each type into its allotted compartment and practice is necessary to do this accurately and expeditiously. Before beginning to distribute the type, the workman should see that the cases are free from pye; and if there is an accumulation of dust or dirt in the boxes, it should be blown out with the bellows. A Distributor should also have a thorough knowledge of heading types.

**27. Brief routine for dealing with printing work.**—The Section-holder receives printing work from the Superintendent, enters it in the Printing Office Register, gives a serial number and then divides it among the Compositors for setting up in type. When set up the matter is placed in a galley and a proof is pulled by the Galley Proof Pressman which the Section-holder sends to the Examiner (commonly known as Proof Reader) together with original copy for marking corrections. The Copy-holder reads out the original copy to the Reader who marks typographical errors, &c., on the proof on the right or left half of the margins exactly opposite the line containing the mistake. This is called first reading. All work sent for printing is ordinarily given two readings and a revision before it is sent out for approval. When the first reading is done the proof and copy is returned to the Section-holder for correction by the Compositor. The Compositor attends to the corrections marked by the Examiner and after pulling a second proof it is again sent to the Examiner for the second Reading. This reading is more important than the first as the Examiner has to see that apart from typographical errors the details of style, spacing, blanking out and making up, &c., are correct. After second reading is done the proof is returned to the Section-holder for carrying out the corrections marked by the Examiner. The Compositor corrects errors marked in the second proof and, after revising, a final proof is pulled for submission to the Author for approval. When the

proof is returned, corrections marked thereon are carried out by the Compositor and the matter is made into pages of the required size, each page being tied with a string to hold the types together. The Compositor makes over the pages to the Impositor for arranging and securing them in chases in such a manner that when they are printed and the sheet is folded they will follow in numerical order and have proper margins. After imposition is completed the "forme" is removed from the imposing slab and placed on the press for printing. The "forme" has to be "made ready" before starting printing by packing the tympan, arranging pins on it, cutting friskets, &c. Before printing the required number of copies, the proof is revised in order to see that the final corrections made by the Author have been carried out. A "clean sheet" is shown to the Superintendent for final print order. Copies when printed are sent to the Binding Branch for folding, arranging, stitching and packetting them. The work when completed is sent by the Section-holder to the indenting officer with a despatch voucher.

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## CHAPTER III.

*Administration and Accounts.*

**28. Recruitment.**—Recruitment shall be subject to such age-limit as may be laid down by the Government of India from time to time. Employees will ordinarily be recruited after trial. The men appointed should have sufficient previous technical experience, should bear a good character and be reliable in every respect.

**29. Apprentices.**—Unpaid apprentices should not be entertained in the Press owing to the secret nature of the work performed and the inevitable obligations that result with regard to their permanent employment.

**30. Inferior Staff.**—No candidate for a post in the inferior establishment should be entertained unless his family connections have been verified by the Viceregal Police. After a candidate has been selected he may be allowed to work pending receipt of Police Report.

**31. Orders and Circulars.**—All printed or cyclostyled orders, circulars, &c., issued by the various Departments of the Government of India from time to time regarding establishment, commutation, leave, General Provident Fund, pension and other administrative and account matters, &c., are supplied to the Press by the Private Secretary to the Viceroy's Office.

**32. Audit.**—The accounts of the Press are audited annually by the Audit Section of the Office of the Accountant-General, Central Revenues.

**33. Budget.**—The Press has its own Budget grant and the Budget estimate is prepared on receipt of the necessary forms from the Accountant-General, Central Revenues. Two copies of the Budget estimate with the



statements of details regarding establishments are prepared and sent to the Secretary, Government of India, Industries and Labour Department, and two copies to the Accountant-General, Central Revenues. The Private Secretary to the Viceroy is the officer responsible for watching the progress of expenditure against appropriation, but the re-appropriation of funds when necessary is reported to the Controller of Printing and Stationery, who controls the whole of the Central Stationery and Printing grant, for necessary action.

**34. Forecast of expenditure.**—A forecast of expenditure for additional funds or surrender of savings should be prepared and sent to the Controller in the first week of December every year. A final forecast is again required to be sent to the Controller in the first week of March.

**35. Purchase of stores.**—Provided the Budget allotment is available, printing stores may be purchased to the extent of Rs. 20 in each case subject to a maximum limit of Rs. 250 per annum. Indents for printing stores the value of which exceeds this amount should be referred to the Controller of Printing and Stationery as stated in Controller of Printing and Stationery's letter No. A. & F.-26-20-32, dated 25th October 1932. A copy of the Rules regarding the purchase of printing stores is given in Appendix II. Type is generally indented for through the Deputy Controller of Stationery, Calcutta, and the cost is met from the Budget grant on this account. Except in cases of emergency the prior sanction of the Assistant Private Secretary to the Viceroy should be obtained before any expenditure in connection with the purchase of stores is incurred.

**36. Classification of stores.**—The stores purchased are in accordance with the system of Press

Accounts classified under the following heads :—

- (a) Dead Stock.
- (b) Petty Plant.
- (c) Stores.
- (d) Paper and binding materials are accounted for separately from the above. Each kind of paper and binding material has to be shown separately in the stock book.
- (e) A separate book is also maintained for articles of stationery such as inkstands penholders, nibs, &c., and all items are entered separately under different headings.

Receipts and issues of all the above stores are maintained separately and balances are struck at the end of every year for the purposes of audit. The stores purchased have also to be accounted for in the Contingent Register. Stores are issued on requisition signed by the Section-holder and approved by the Superintendent.

**37. Specimens of type.**—A complete set of the specimens of type available at Simla and Delhi is given as Appendix V. Most of the types mentioned therein are available only in very small quantities.

**38. Stock-taking.**—In accordance with instructions contained in Audit and Inspection Report of the account of the Private Secretary to the Viceroy's Press for 1928-29, the stock should be taken every five years in the case of Dead Stock articles including type. The stock of petty stores is taken every year.

**39. Unserviceable stores.**—When any article has been rendered unserviceable a report should be made to the Superintendent. As soon as stores are certified in writing to be unserviceable, they are written off the stock ledgers and entered in the "Unserviceable Register". The Clerk will retain the articles in safe custody until orders of the

Assistant Private Secretary to the Viceroy are issued as to their disposal by public auction, or private sale. The sale proceeds are credited to Government.

**40. Supply of Stationery articles.**—Indents for the supply of stationery, paper and binding materials are made twice a year (Simla and Delhi). They are sent to the Deputy Controller, Central Stationery Office, Calcutta, on prescribed forms. No provision is made on this account in the Budget estimate, expenditure being met from the Central Stationery Estimate of the Government of India. Issues of stationery articles are made only on requisition and no articles are issued without the sanction of the Superintendent. The prescribed rules are observed in connection with the issue of stationery articles as laid down in Rule 54 of the Stationery Rules.

**41. Supply of forms.**—Standardised forms, &c., are supplied on indent, by the Deputy Controller, Government of India, Forms Store, Calcutta.

**42. Contingent Vouchers.**—Payments are made on the presentation of bills. All contingent vouchers should be scrutinised by the Clerk according to the prescribed rules in the Civil Account Code, before being passed and payments made. After payment the amounts are entered under the appropriate head in the Contingent Register.

**43. Imprest money.**—An imprest advance of Rs. 100 has been sanctioned to meet emergent contingent expenditure. A regular account of all expenditure against this advance is maintained in the Contingent Register which is submitted to the Assistant Private Secretary to the Viceroy for examination and signature. When the amount has been exhausted, contingent bills are made out and submitted to the Accountant-General, Central Revenues, over the signature of Assistant Private Secretary to the Viceroy, for replenishment. The advance should be renewed every year in the first week

of April and a certificate as required under Article 93, Clause 7 of the C. A. C., Volume I, should be furnished to the Accountant-General, Central Revenues. This should be signed by the Assistant Private Secretary to the Viceroy.

**44. Supply of umbrellas and water proofs and uniforms to inferior servants.—**

The supply of umbrellas, water proofs and uniforms to inferior servants is made according to Government orders on the subject and charged to Press contingencies. The cloth for uniforms is indented for through the Indian Stores Department but the sewing arrangements are made by the Press on the rates sanctioned by the Government of India from time to time. They are supplied every second year.

**45. Moves.**—The whole establishment of the Press moves to Simla from Delhi and *vice versa*. On receipt of information from the Private Secretary to the Viceroy's Office proposals regarding the closing and opening of the Press at Delhi or Simla are submitted to the Assistant Private Secretary to the Viceroy for his approval. The batches and the detailed programme of the move are fixed by the Superintendent. The Superintendent, Viceregal Estates, is informed of the dates of the move for necessary action with regard to quarters. Men are generally allowed joining time for 5 days on such occasions. The employees are entitled to Travelling Allowance, &c., in accordance with the rules laid down in the Simla Allowance Code.

**46. Heavy Baggage Special Train.**—The Press is equipped with duplicate Printing Presses and such equipment is therefore not transferred from one place to the other. Some of the standing matter has however to be shifted between Simla and Delhi in boxes specially made for this purpose. These and other articles such as certain kinds of types, galleys, chases, office records, &c., are sent by the Heavy Baggage Special Train. The private luggage of the employees is also carried by the same train. Two men from the Press establishment are detailed for duty in connection with the Heavy Baggage train.

**47. Transport of typewriter and urgent records.**—Arrangements for the transport of typewriter and urgent (pending) or confidential records are made by passenger train and the expenditure incurred thereby is met from the office contingent grant.

**48. Quarters.**—Press employees on the permanent establishment are provided with free quarters both at Simla and Delhi. At Simla, however, the number of quarters being limited, a few men have to live outside and a certain sum is sanctioned annually by Government for payment as house rent to those who cannot be accommodated in Government quarters. Those who cannot be provided with Government quarters are warned beforehand so that they may arrange for private accommodation which should, if possible, be rented in the vicinity of the Press. It should be noted that Press employees are not entitled to house rent at the rate prescribed in Rule 19 (a) of the S. A. C., *vide* Government of India, Department of Industries and Labour letter No. A-454, dated 4th August 1932.

**49.** There are 34 quarters, excluding a separate cottage for the Superintendent, available at Prospect Hill, Simla, which have been specially constructed for the Press employees. They contain the following accommodation and are classified as follows :—

	No.
"A". Double Room with Kitchen and Bath Room and joint Latrine ... ..	8
"B". Double Room with Kitchen and Bath Room ... ..	4
"C". Single Room with Kitchen and Bath Room and joint Latrine ... ..	8
"D". Single Room with Kitchen and Bath Room but without Latrine ... ..	4
"E". Single Room without Kitchen and Bath Room ... ..	10

Inferior servants cannot usually be given family quarters.

**50.** The quarters at Delhi are situated at Talkatora and Hastings Square. The Talkatora quarters number 15 which are specially built for junior Press employees. In Hastings Square 20 quarters are allotted to the senior Press employees. The allotment is made every year as soon as intimation regarding total allotment is received from the Military Secretary to the Viceroy.

**51.** The aggregate allotment of quarters rests with the Military Secretary to the Viceroy, but the Assistant Private Secretary to the Viceroy is responsible for the individual allotment to the Press employees. The individual allotment when made is reported to the Military Secretary to the Viceroy and to the Superintendent, Viceregal Estates. The Viceregal Dispensary is also informed in connection with sanitary arrangements to be made for the Press quarters.

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## CHAPTER IV.

*General Rules.*

**52. Promotions.**—Promotions to a higher grade or appointment shall be made according to seniority and general efficiency. Employees will not be promoted unless they are considered efficient for the work they will have to perform, due account being taken of their conduct and attendance for duty.

**53. Working hours.**—As given in the Office Manual the prescribed hours for the Superintendent and the Clerk are from 10-30 A. M. to 4-30 P. M. on week days, and 10-30 A. M. to 2-30 P. M. on Saturdays. The normal working hours for the remaining staff are from 10 A. M. to 6 P. M. with a rest interval of half an hour from 1-30 to 2 P. M.

**54. Penalty for entering incorrect time of attendance.**—Men on entering office will enter the actual time of their arrival in the attendance list. Any one entering an incorrect time will be liable to disciplinary action.

**55. Habitual late attendance.**—In any case of habitual late attendance, suitable departmental action, such as stoppage of increment or reduction to the next lower grade, will be taken against the individual concerned.

**56. Penalty for omitting to sign attendance list.**—Any employee who fails to sign the attendance list will be considered to be absent from duty unless he reports his omission before noon on the day in question.

**57. Sundays and General holidays.**—The Press is generally closed on these days. When work of extreme urgency is required to be executed on a Sunday or a General holiday, the Press, if closed, will be opened only on the order of the Assistant Private Secretary to the Viceroy or other officer of similar status. In such cases,



in order to warn the necessary number of men for work, notice should if possible be given on the previous working day.

**58. *Emergency calls.***—In case of emergency the Superintendent is empowered to call upon any of the employees for duty outside office hours. Men who refuse or fail to attend after having been warned for emergent work will be liable to suspension or dismissal.

**59. *Leave.***—Employees are entitled to leave as laid down in the Fundamental Rules provided circumstances permit.

**60. *Casual leave.***—Casual leave not exceeding ten days may ordinarily be granted in any one calendar year. It may not be combined with joining time or any other leave. Casual leave cannot be claimed as a matter of right.

**61. *Leave for short periods.***—Leave during office hours is not granted except in cases of sickness or emergent private affairs. If leave is granted for short periods of absence exceeding one hour, it will be set off against the casual or compensation leave at the credit of the men concerned. Leave for an hour will not be granted on more than four occasions in a month. No one is allowed to leave the Press during working hours without the permission of the Superintendent in writing.

**62. *Leave applications.***—Applications for leave must be submitted in good time except under unforeseen circumstances, such as sudden illness, &c. Leave applied for should on no account be taken for granted; the applicant must wait for orders to be passed before absenting himself.

**63. *Absence without leave.***—Absence without leave makes the absentee liable to a deduction of one day's

pay for each day's absence without leave. It will also render the employee liable to be suspended from duty, and if the irregularity continues, his name will be struck off the establishment roll.

**64. *Extension of leave.***—Extensions of leave will only be granted under most exceptional circumstances. Applications for extensions should be submitted at least a week before the period of leave is due to expire.

**65. *Gazetted holidays.***—General and other communal holidays sanctioned by the Home Department for the Government of India Offices are observed in the Press and holidays are usually granted by turns. Men attending on general holidays are allowed compensation leave on application. Communal holidays may be granted subject to the limit prescribed in the Rules, *viz.*, six days in a calendar year at the discretion of the Superintendent, provided the state of work permits.

**66. *Acting allowance.***—When officiating arrangements are considered necessary, acting allowance may be allowed to the employees under Rule 30 of the Fundamental Rules, except in the cases specified below :—

- (1) Examiner acting for Examiner.
- (2) Compositor acting for Compositor.
- (3) Pressman acting for Pressman.
- (4) Binder acting for Binder.

**67. *Secrecy to be observed regarding work.***—Although the employees are not under oath, it is a part of the professional honour of a printer not to disclose any information that is obtainable from the work upon which he is employed. If an employee should be questioned by unauthorised person regarding the work of the office, he should refuse to answer and should report the

matter to the Superintendent for the information of the Assistant Private Secretary to the Viceroy. Employees are therefore warned against communicating any information whatsoever, regarding the work of the Press to any person who is not engaged on the work or to any person who is not employed in the Press. Men found guilty of divulging information will be dismissed and debarred from future employment under Government.

**68. Obedience to orders**—Men having a grievance should first carry out orders, and afterwards represent their case.

**69. Punishment.**—No fines are imposed. Punishments include official reprimand, additional duty, postponement of increment of pay, stoppage of promotion, reduction of existing pay, entry of misdemeanours in the service book, suspension and dismissal.

**70. Conduct.**—The employees should abstain from holding unnecessary conversation with each other, from talking in a loud voice and from doing anything which may cause annoyance to their fellow workmen. Men quarrelling and causing a disturbance will be suspended from duty. Smoking in the work rooms is strictly prohibited. No one is allowed to loiter about the premises unnecessarily.

**71. Pye.**—Compositors will jointly and individually be held responsible for any type, &c., found on the floor in the immediate vicinity of their frames. It should always be placed in boxes provided for the purpose. To defray expenses of clearing pye no deduction from Compositors' pay is made as is the practice in Government of India Presses but Compositors may be called upon to distribute or set up pye as extra duty. No types, leads, quotations, &c., should be left on the imposing slab after a forme has been locked up.

**72. Stealing type.**—Any man detected in secreting or wrongfully disposing of type or any property belonging to the Press will be liable to dismissal as the minimum punishment.

**73. Transfers from one branch to another.**—Men may be transferred from one branch to another whenever necessary at the discretion of the Superintendent, but any mutual change of duty cannot be allowed without the permission of the Superintendent.

**74. Medical attendance.**—Free medical attendance for Press employees is available in the Viceroy's Dispensary.

**75. Infectious diseases.**—Men in whose houses cases of infectious diseases occur, such as small pox, &c., should report and submit a medical certificate to this effect, and obtain leave of absence from office until another medical certificate can be forwarded declaring that the danger of infection has ceased. Men ordered to be segregated will not enter office premises.

**76. Pension and Gratuity.**—The employees are eligible for pension and gratuity under the rules laid down in the C. S. R.

**77. Representations.**—No one should submit any representation direct to the Assistant Private Secretary or the Private Secretary to the Viceroy except through the Superintendent. Disciplinary action will be taken against any person for breach of this rule.

**78. Annual increments.**—Annual increments when due are not to be allowed as a matter of course but are subject to the recommendation of the Superintendent and the final approval of the Assistant Private Secretary to the Viceroy.

### ***79. Custody of unfinished work.—***

Compositors should return any unfinished copy or proofs, &c., to the Section-holder before leaving office. They will be held responsible for any consequences resulting through the non-observance of this rule. The Section-holder is responsible for seeing that everything in the branches under him is carefully collected and securely locked up. The Examiners, Copy-holders and all other workmen will likewise be held responsible for the safe custody of all papers, type matter, &c., that remain in their charge.

***80. Destruction of proofs.—***As the work in this Press is of a highly secret nature, reading or spare proofs of all cases must be burned in the incinerator regularly every day in the presence of the Section-holder. They are not to be retained under any circumstances when no longer required.

***81. Unfinished work.—***Telegrams, &c., not completed by the Press on any day are returned by the Section-holder in the evening to the Private Secretary to the Viceroy's Office in a closed box labelled " Press Box ", as they may be required for reference. These are returned the following morning.

***82. Shortage of types and materials.—***It is the duty of the Section-holder to see that men are not kept idle for want of materials. If there is a deficiency in the quantity of material available, Section-holder should arrange to distribute standing matter which has been printed off.

***83. Free Railway Passes to inferior servants.—***Inferior servants of the Press when travelling on leave are allowed the concession of free Railway Passes on the same condition as the Chaprasis employed in the Military Secretary to the Viceroy's Office. The rules which govern the issue of Railway Warrants, however, exclude hill-men from the grant of this concession.

**84. Interviews.**—Interviews may be granted by the Assistant Private Secretary to the Viceroy on the recommendation of the Superintendent. Applications for interviews should be submitted through him stating the object.

**85. Anonymous letters.**—No notice will be taken of anonymous letters, but any employee found writing or despatching such letters will be liable to severe punishment.

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## CHAPTER V.

*Rules for Printing and Binding.*

**86. Requisitions for printing.**—Requisitions for printing, &c., should be signed by responsible officers, otherwise they cannot be accepted.

**87. Requisitions for immediate work.**—The date and time by which an immediate work is required should be clearly stated on the requisitions, but care should be taken to ensure that a reasonable time is allowed to the Press to carry out the work.

**88. Incomplete work for printing.**—Work which is not in complete and final form will not be set up in print. The practice of sending copy for proofs before it is in complete and final form is wasteful. The Press should not be asked to edit, prepare or arrange “copy” for printing.

**89. Copy.**—Before it is sent for printing, copy must be—

- (a) in a reasonably legible form; preferably type-written;
- (b) prepared with accuracy;
- (c) as far as possible, on one side of the paper only;
- (d) in the case of indices and similar work, arranged in alphabetical order;
- (e) marginal notes and references must be reduced to the absolute minimum;
- (f) the Press are responsible for the style of set-up, but indentors may, at the time copy is first sent to Press, send a sample copy if available or give instructions regarding the style of set up, indicate how clauses and sub-clauses of paragraphs should be printed &c, and the Press will endeavour to



**90. Coloured printing, &c.**—Printing in two colours or in half margins or tabular form is expensive and should only be undertaken when absolutely necessary.

**91. Number of copies.**—The number of copies required must be indicated when proofs are returned for final printing. When calculating the number of copies actually required it must be remembered that the printing or reproducing of additional copies, after the number originally ordered has been completed and the type removed or distributed, entails additional expenditure, time and labour, while the over-estimation of requirements only results in needless expenditure.

**92. Proofs.**—More than two copies of each proof will not be supplied except for special reasons. Bound proof or proofs in book form will only be allowed in exceptional circumstances. No second proof should ordinarily be called for, except in the case of very important work where meticulous accuracy is essential. Proofs sent for approval should be checked carefully by the Author as no further reading is given by the Press,—the proofs are merely revised to see that the Author's corrections have been carried out.

**93. Work from offices other than the Private Secretary to the Viceroy's Office.**—Printing, Binding or Embossing work from other Household offices will only be undertaken provided it does not interfere with the usual work.

**94. Stock of paper and binding materials.**—Press stocks paper only for such printing work as is ordinarily required by the Private Secretary to the Viceroy's Office. Other offices have to make their own arrangements for paper. The same applies to binding materials of which only a very limited stock is maintained by the Press.

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APPENDIX I

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## APPENDIX I.

PROCEDURE FOLLOWED *re.* PRINTING OF SERIES, &c.

**1. Series.**—The principal work in connection with Series consists of His Excellency's correspondence with—

- (a) His Majesty the King.
- (b) The Secretary of State for India (letters).
- (c) The Secretary of State for India (telegrams).
- (d) Persons in England and Abroad.
- (e) Persons in India.

**2.** From and To correspondence in each case is maintained separately for the full calendar year unless the volume becomes too bulky for handling when half yearly volumes are made. They are bound when complete.

**3.** Series are printed daily but inserted in their respective volumes only once a week, on receipt of the volumes from Private Secretary to the Viceroy's Office which is generally on Mondays. The duplicate set of Series volumes is ordinarily received in the Press on Tuesdays on the return of the first set and insertions are made therein as far as Series have been printed.

**4.** There are three sets of volumes of each of the five Series which are maintained in duplicate for—

- (1) His Excellency the Viceroy.
- (2) Private Secretary to the Viceroy.
- (3) Assistant Private Secretary to the Viceroy.

One set of each kind is also kept by the Registrar.

**5.** Series are printed in Pica 34×45 em measure and all correspondence therein is arranged in the order of dates with a serial number allotted to each communication. When a back date communication is received it has to be

inserted in its proper place by re-setting up type, "re-making up" the pages concerned and reprinting them.

**6. Interviews.**—The statements of interviews granted by His Excellency are printed and type of these has to be kept standing for future additions. The names are arranged in alphabetical order and are set up in 34×65 em measure.

**7. Honours.**—The preparation of the Honours lists and the correspondence connected therewith is one of the most important duties carried out in the Press. As the procedure is complicated and involves meticulous accuracy, it is explained below in detail.

**8.** A copy of the usual circular letter together with a Memorandum giving details regarding various titles is printed and supplied to the Registrar in the middle of January and July every year. This letter is generally addressed to 28 recommending authorities—the list is maintained in the Private Secretary to the Viceroy's Office and supplied to the Press by the Registrar.

**9.** Before printing the necessary number of copies of the circular referred to, it is usual to send a copy of the last letter and Memorandum, &c., to the Registrar for necessary changes in the names of addressees. When this is done, about 30 signature copies of the covering letter and Memorandum are printed on good paper and about 20 spare copies on ordinary paper. Out of these 20, 12 copies of the Memorandum only are sent to Foreign and Political Department by the Registrar. They are all printed in 34×45 em measure. In this connection telegrams issued to the Political Resident, Persian Gulf and Bushire, and to the Chief Commissioner of Aden are also printed. These are inserted in the India Volume of Series.

**10.** Recommendations in connection with the Medal of the Order of the British Empire are received for printing in

advance of the other Honours. When these recommendations are received they are printed in the same way as the other recommendations and are submitted to the Secretary of State about two months in advance of the other Honours.

**11.** On receipt the recommendations are in the first place set up in the same style as the Series—(34×45 em, Pica) the covering letter in Pica and the enclosures in Small Pica. They appear in the Series in the order of dates. In addition to the usual number of copies required for the Series, three extra copies of each letter of recommendation are printed and kept in the Press for the purpose of compiling an abstract of names, designations, &c., for the various titles recommended. This abstract is called the “skeleton” and it is arranged in the order of seniority of the various Provinces and the titles. The names under each title are given a fresh serial number. The “skeleton” is carefully checked by the Examiner in the Press with the Memorandum of original recommendations to see that all the names have been included in it.

**12.** As soon as the original grounds of recommendation are printed in the Series, they are reset from the available printed copy in Bourgeois type, for the Honour's list, and the matter is made up into pages measuring 34 × 65 ems each. This compilation of names with the grounds of recommendation under each name is called the “Memorandum”. Type of recommendations set up for Series cannot be utilised for Honours as constant transposition of the former, necessitated on account of back date correspondence, would interfere with work and the method of double setting up of all the recommendations in two different types is therefore adopted to avoid delay, &c.

**13.** When the resetting of the whole of the Memorandum is completed in Bourgeois type, an Index of all the names is prepared by the Press and set up in Small Pica in the same

measure as the Memorandum, *viz.*, 34 × 65 ems. The skeleton however is composed in 44 × 65 em measure and the proof of this is sent to the Registrar in advance of the Memorandum and Index. The Memorandum and Index follow as soon as possible and the complete proof is checked by the Registrar and if necessary kept pending until the Foreign and Political Department recommendations are received.

**14.** Foreign and Political Department recommendations are ordinarily received after all the others have been composed and got ready in proof. These are done in the same way as others—they are first set up for Series in Pica type—34 × 45 em measure and immediately after are reset in Bourgeois for the Honour's list. If time is short, they may first be set up in Bourgeois for Honour's list then the matter may be reset for Series. The Foreign and Political Department list contains recommendations which are not all new, some having already been recommended by other authorities. Those which are new are added in their respective places at the end both in the "Memorandum" and in the "skeleton" under the head concerned, *viz.*, K. C. S. I., C. I. E., &c. To those which are not new, a note is made underneath such recommendations in crochets that the Foreign and Political Department Secretaries support or do not support the recommendation. This completes the Honour's list and a proof of the whole lot is sent to the Registrar for approval.

**15.** An Index of the reply numbers of correspondence in connection with Honours is prepared by the Private Secretary to the Viceroy's Office. This comes to about one page and is printed after the Foreign and Political Department recommendations have been received.

**16.** When the final proof of the complete list, *i. e.*, "skeleton", "Memorandum" and "Index" in Bourgeois type is approved by the Registrar, further proofs are required for submission to the Private Secretary to the Viceroy for

making selections. Selection of names for the conferment of Honours is made in sufficient time before the recommendations are due to be despatched to the Secretary of State. Selections are only indicated in the "skeleton" and the "Memorandum" and "Index" are corrected accordingly by the Press as explained hereafter.

**17.** Names not selected are removed from the "Memorandum" and "Index". The "Memorandum" is remade up into pages and the selected names with any additional names that may be entered in the "skeleton", are reset in Bourgeois type and inserted in the "Memorandum" in their respective places. The size of the "skeleton" is now reduced to the same size as the "Memorandum" and "Index", viz., 34 × 65 ems, the last column, measuring 10 ems and showing the recommending authorities, having been rendered unnecessary at this stage. The Index is revised according to the new paging of the Memorandum.

**18.** The grounds of recommendation for the "Memorandum" are in some instances not printed, especially in the case of persons selected for Honours at the final stage by His Excellency. The name and designation only, as they appear in the "skeleton" are given in the "Memorandum" without the grounds of recommendation. In cases in which the recommendation is received at the final stage grounds for recommendation for the purposes of the "Memorandum" are only printed in Bourgeois type and not in Small Pica for Series, as the whole list of Honours including new names has eventually to appear in Series. Proofs are sent for approval when the final selection is made and a corrected copy of the skeleton only is submitted for transmission to the Foreign and Political Department for arranging selected names in order of seniority under the various titles.

**19.** When the Foreign and Political Department has arranged the selected names, final print order is given and



two copies are required to be printed on good paper for submission to the Secretary of State with a covering letter. A few spare copies are requisitioned by the Registrar. In the finally printed copies for the Secretary of State, &c., the last column in the skeleton, *i. e.*, Officers recommending the title such as Secretaries, Foreign and Political Department, Home Member, Governor of Bombay, &c., &c., are all deleted. This column is also shown in the "Memorandum" and is deleted soon after selections are made. The portion relating to the "K.-i.-H. Silver Medal" which is printed at the end of the "Memorandum" and is also shown in the "skeleton" is deleted from the copies intended for the Secretary of State. These do not require the Secretary of State's approval. They are also not shown in the Index which goes to the Secretary of State.

**20.** The covering letter to the Secretary of State and the Memorandum and skeleton as it then stands, excluding the Index, is inserted in the Series. The same procedure is followed as regards the Medals of the Order of the British Empire which go to the Secretary of State in advance of the other recommendations. When the Secretary of State's approval is received, two copies on good paper and four copies on ordinary paper of the skeleton, as finally amended by the Secretary of State, are printed in foolscap size and the Private Secretary to the Viceroy's Office supply a copy to the Foreign and Political Department for publishing in the Gazette of India. The Memorandum should also be corrected according to the skeleton but this should ordinarily be done before sending copies to the Secretary of State. The corrected Memorandum is required for filing purposes in the Private Secretary to the Viceroy's Office and in the Foreign and Political Department.

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## APPENDIX II

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## APPENDIX II.

EXTRACT FROM RULES FOR THE SUPPLY OF STATIONERY  
AND PRINTING STORES.*Preamble.*

It is the policy of the Government of India to make their purchases of stationery and printing stores for the public service in such a way as to encourage the industries of the country, so far as is consistent with economy and efficiency. In pursuance of this policy the following rules have been prescribed for the supply of such stores; they supersede all previous orders regarding the purchase of stationery and printing stores which are not explicitly continued. They are applicable to the Government of India and to provinces other than Governors' provinces.

*N. B.*—The term stationery and printing stores includes all stationery stores, office appliances, printing plant and machinery as set forth in the Annexure.

*Rule 3.—Articles which are not manufactured in India.*

Articles which are not manufactured in India should be obtained by indent upon the India Store Department, London, except in the following cases :—

- (b) Plant, machinery and component parts thereof, required for the purpose of a printing press or stationery office, and all office machinery, and appliances may be purchased from branches established in India of manufacturing firms, borne on the list of the Controller of Printing, Stationery and Stamps, India, provided that the following conditions are observed :—

- (i) that the purchase is made by the Controller of Printing, Stationery and Stamps, India, or

in the case of printing stores required for the Survey of India by the Surveyor-General of India,

- (ii) that the plant, machinery and appliances are of standard patterns such as are ordinarily manufactured by the firm and have actually been so manufactured,
- (iii) that the branch firm entertains an expert staff capable, when so required, of erecting and repairing the plant, machinery or appliances, which it supplies,
- (iv) that the actual price of the articles (exclusive of any expenditure representing cost of erection) is as low as that at which articles of the same make can be supplied by the India Store Department, London,
- (v) that, when test or inspection of the plant, machinery or appliances during manufacture or before shipment is necessary or desirable, arrangements should be made for such test and inspection to be carried out by the India Store Department, London.

*Rule 5.—Articles which should be purchased in India.*

The following articles whether manufactured or produced in India or not, should be purchased in India provided that they comply with the current specifications, are of the requisite quality, and can be obtained at a not unfavourable price :—

- (a) Those of a perishable nature (including ferro-gallic linen, ferro-prussiate paper, typewriter and similar ribbon, stencil paper and carbon paper).

- (b) Blocktin, antimony and pig lead.
- (c) Printing and duplicating inks.
- (d) Accessories for typewriters and other office machines.
- (e) Cheap articles of common use required in small quantities only.
- (f) Such other classes of articles, that can be obtained more economically in the local market or that cannot conveniently be purchased through the agency of the India Store Department, London, as may from time to time be prescribed by the Government of India.

*Rule 11.—Financial limits on powers of offices to make purchases in India.*

In the case of all purchases made in India under these rules :—

- (a) The Controller of Printing, Stationery and Stamps, India, exercises full powers.
- (b) Departments of the Government of India, minor Local Governments, Heads of Departments other than the Controller of Printing, Stationery and Stamps, India, General Officers Commanding-in-Chief, and General Officers Commanding Districts and Independent Brigades can purchase articles under these rules or delegate to offices subordinate to them powers to purchase articles under these rules up to Rs. 20 in each case subject to a maximum limit of Rs. 250 per annum.

Provided that, except in the case of minor Local Governments, these powers shall not be delegated without the sanction of and subject to such additional restrictions as may be imposed by the Government of India.

- (d) Officers in charge of Government Printing Presses can purchase any one article or any number of similar articles, purchased at one time, included in the list of printing stores, up to Rs. 250, or with the sanction of the Controller of Printing, Stationery and Stamps, India, up to Rs. 1,000 in each case.

*Note (i).*—These powers are subject to the rules of the budget system and to such limitations as may be imposed by the Government of India regarding the power to enter into contracts.

*Note (ii).*—The Government of India are authorised to modify the powers and monetary limits prescribed in this rule at their discretion.

## ANNEXURE.

### A.—*Stationery Stores.*

Paper of all kinds, including printing, writing, drawing, blotting, cartridge, duplicating, typewriting, tracing, tissue, lithographic, packing, sectional, ferro-prussiate, carbon, oiled, waxed, stencil, lithotransfer.

Boards, card, mill, paste, pulp or straw.

Parchment and vellum (imitation or real).

Binding materials, leather, imitation leather, cloth, buckram, gold leaf, needles, thread (linen, cotton or wire).

Writing and drawing materials, including pencils, pens, pen nibs, fountain and stylo pens, reeds, quills, ink, ink-powders, slate pencils, crayons, chalks, erasers (steel or rubber), ink-stands, ink-pots, rulers, paint brushes, water colours, colour boxes, saucers for colours, slabs, ruling paste, tracing cloth ferro-gallic linen.

Envelopes of all descriptions.

*Miscellaneous*.—Books (blank, note, reporters, &c.), pads (writing or blotting), tags, tape, twine, straps, sealing wax, glue, gum, paste, pins, pin-cushions, paper fasteners, paper cutters.

Packing cases and other packing materials (for Stationery Offices and Printing Presses only).

### B.—*Office Machinery and appliances.*

Typewriters and accessories, including ribbons.

Duplicators (flat and rotary) and office printing machines—

Calculating Machines.

Addressographs, protectographs and similar machines.

Numbering and dating machines.

Miscellaneous office requisites:—*e. g.*, letter scales, punching and stapling tools, office cutlery.

Rubber-stamps, metal seals, &c.

Card index systems and cabinets.

Loose leaf ledgers.

Machines, &c., required for testing paper and other stationery stores.



*C.—Printing Stores.*

Printing machinery of all descriptions including machines for composition, lithography, bindery, embossing, type casting, &c., &c., and accessories.

Printing furniture, including composing frames and cases, galleys, chases, quoins, riglets, leads, rules, &c., &c.

Type and type metal, and metal for conversion into type metal.

Ink, printing and lithographic.

Litho. stones and plates.

Press and ruling machine blankets.

Glue, glucose, glycerine and other chemicals required for printing.

*Note.*—These lists are subject to modification at the discretion of the Government of India.

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## APPENDIX III

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## APPENDIX III.

## LIST OF WORKS.

*Private Secretary to the Viceroy's Office.*

1. Correspondence with His Majesty the King. From and To, separately.
2. Telegraphic correspondence with the Secretary of State. From and To, separately.
3. Correspondence with Secretary of State. From and To, separately.
4. Correspondence with persons in England and Abroad. From and To, separately.
5. Correspondence with persons in India. From and To, separately.
6. Honours, circular letters and recommendations, &c.
7. Speeches.
8. Interviews.
9. Journals.
10. Communiqués.
11. Circular letters to Director-General, Posts and Telegraphs, &c., regarding His Excellency's tour.
12. Investiture Book.
13. General Index.
14. Newspaper list.
15. Labels for envelopes.
16. List of reference books.
17. List showing attendance of Secretaries.
18. Council Notices.
19. Telephone Lists.
20. Forms and Labels.
21. Pay Bills.
22. Acknowledgment for X'mas and New Year's greetings.
23. List of Press correspondents.
24. Miscellaneous work.

*Military Secretary to the Viceroy's Office.*

1. Letters of appointment.
2. Telephone Lists.
3. Forms and Labels.
4. Pass Books.
5. Pay Bills.
6. Heavy Baggage arrangements and labels.
7. List of Guests.
8. List of Guest Rooms.
9. Programmes for guests (Governors).
10. Acknowledgment for X'mas and New Year's greetings.
11. Circulation Form.
12. Miscellaneous work.

*Invitation Office.*

1. Engagements.
2. Invitation Cards.
3. Table Cards.
4. List of Callers at Simla, Delhi and Calcutta.
5. Dinner Lists and Table Plans.
6. Embossing Note papers and envelopes.
7. Meal Books.
8. Forms and Labels.
9. Ball Programmes.
10. Ruling, Cutting and Binding work.
11. Miscellaneous work.

*Comptroller's Office.*

1. Menu Cards.
2. Daily Band Programme.
3. Forms and Labels.
4. Labels for bottles.
5. Contract Forms.
6. Miscellaneous work.

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## APPENDIX IV

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## APPENDIX IV.

## GRADATION LIST.

Names.	First revision for old permanent incumbents took effect from 1st December 1920.	Second revision for new permanent incum- bents took effect from 1st January 1921.	REMARKS.
<b>PERMANENT.</b>	<b>Rs.</b>	<b>Rs.</b>	
<i>Clerk.</i>			
1. Muslih-ud-Din ...	...	75—5—150	
<i>Examiners.</i>			
2. H. P. Ray Choudhury ...	200—10—250	200—10—250	
3. H. Nelson ...	175—8—215	100—10—200	
<i>Copy-holders.</i>			
4. Hari Mohan Banerji ...	...	60—4—100	
5. Sham Singh Sidhu (a) ...	...	60—4—100	
<i>Section-holder.</i>			
6. Aukhoy Kumar Dass ...	125—10—175	125—10—175	
<i>Compositors.</i>			
7. Abadulla ...	80—5—100	95	
8. Abdul Gaffur ...	80—5—100	90	
9. Mohammad Ikramullah	80—5—100	80	
10. Amulya Chundra Chundra	80—5—100	80	
11. Munshi Ram ...	80—5—100	80	
12. Promode Mohan Banerji	75—3—90	70	

(a) Offg. until further orders.



Names.	First revision for old permanent incumbents took effect from 1st December 1920.	Second revision for new permanent incumbents took effect from 1st January 1921.	REMARKS.
	Rs.	Rs.	
13. Kapur Chand ...	...	70	
14. Moti Lall Dass ...	...	70	
15. Abdul Aziz Dar ...	...	60	
16. Benoy Kumar Mondal ...	...	60	
17. J. Robinson ...	...	60	
18. Manzoor Mahomed ...	...	55	
19. Prem Singh ...	...	55	
20. Irshadullah Khan ...	...	55	
21. Lal Mohan Banerji ...	...	50	
22. Mohammad Yousaf, 2nd ...	...	50	
23. Dhoomi Singh ...	...	50	
<i>Impositor.</i>			
24.	60—2—70	50—2—60	
<i>Distributors.</i>			
25. Mahadeo Pershad ...	...	30—2—40	
26. Taj Mohammad ...	...	30—2—40	
27. Hari Pershad Shaw (a)...	...	30—2—40	
28. Manohar Singh (a) ...	...	30—2—40	
29. Mohd. Yousaf, III (a) ...	...	30—2—40	
<i>Embosser.</i>			
30. Mohammad Yaqub ...	60—5—75	60—5—75	

(a) Offg. until further orders.

Names.	First revision for old permanent incumbents took effect from 1st December 1920.	Second revision for new permanent incumbents took effect from 1st January 1921.	REMARKS.
<i>Binders.</i>			
31. Abdul Bari ..	Rs. 40-2-50	Rs. 35-1-45	
32. Abdul Subhan ...	...	35	
<i>Pressmen.</i>			
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(a) Offg. until further orders.



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## APPENDIX V

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# APPENDIX V.

## SPECIMENS OF TYPE

IN THE

Press of the Private Secy. to the Viceroy.



Nonpareil.

WHEN a European first sets his foot in CHINA, he will find the appearance of the *country*, the *buildings*, and the *people*, so totally different from anything he had before seen, that he might fancy himself to be transported into a new world.

Bourgeois.

WHEN a European first sets his foot in CHINA, he will find the appearance of the *country*, the *buildings*, and the *people*, so totally different from anything he had before seen, that he might fancy himself to be transported into a new world.

Small Pica.

WHEN a European first sets his foot in CHINA, he will find the appearance of the *country*, the *buildings*, and the *people*, so totally different from anything he had before seen, that he might fancy himself to be transported into a new world.

Pica.

WHEN a European first sets his foot in CHINA, he will find the appearance of the *country*, the *buildings*, and the *people*, so totally different from anything he had before seen, that he might fancy himself to be transported into a new world.

Nonpareil Grotesque. No. 1.

HER MOST GRACIOUS MAJESTY, THE FIRST QUEEN OF ENGLAND. £180.

Nonpareil Grotesque. No. 2.

THE GREAT NORTHERN RAILWAY COMPANY, LIMITED. £20758.

Minion Antique. No. 3.

OFFICE OF THE SUPERINTENDENT GOVERNMENT PRINTING  
Office of the Private Secretary to the Viceroy, &76458

Brevier Grotesque. No. 4.

GOVERNMENT PRINTING, India, Cylon, 1234567890.

Brevier Condensed Antique. No. 5.

GOVERNMENT OF INDIA, Treasuries Office, 1234567.

2-line Pareil Titling Medium. No. 6.

GOVERNMENT OF INDIA, 2138475.

2-line Pareil Bold Face. No. 7.

SUPERINTENDENT, STAMPS & STATIONERY.

Long Primer Antique. No. 8.

GREAT INDIAN PENINSULA RAILWAY COMPANY,  
Department of Revenue and Agriculture, £22504.

Long Primer Wide Roman. No. 9.

**The High Prices in India and Abroad.**

Long Primer Old Style Antique. No. 10.

**FINANCE DEPARTMENT, General Branch. 34560.**

2-line Pareil Sanserif. No. 11.

**THE LONDON, CHATHAM AND DOVER RAILWAY COMPANY. 12456.**

2-line Pareil Grotesque. No. 12.

**THE CITY OF LONDON IS THE LARGEST, 12&.**

Pica Antique. No. 13.

**TO THE GOVERNOR-GENERAL OF INDIA.**

**Superintendent, Stationery Department, £25.**

Pica Grotesque. No. 14.

**BRIGADIER-General, 124579.**

Pica Latin Expanded. No. 15.

**MANIFOLD LETTER WRITERS, 12345.**

**Manifold Letter Writers warranted to the.**



Pica Latin. No. 16.

**GOVERNOR-GENERAL AND VICEROY OF INDIA.**

Simla is a good place for health in India, 1927.

Pica Egyptian. No. 17.

**Viceroy's House, New Delhi, 1929.**

Pica Ionic. No. 18.

1ST. COUNT THE REPLY, £1234567890

History of the Transmission of Old Book, Modern

2-line Nonpareil Medium. No. 19.

**GOVERNMENT PRINTING INDIA, 24678.**

2-line Nonpareil Condensed. No. 20.

**GOVERNMENT OF INDIA, HOME DEPARTMENT, 43.**

2-line Nonpareil Bold Face. No. 21.

**NORTH WESTERN PROVINCES & OUDH,**

2-line Brevier Titling Medium Capital. No. 22.

**GOVERNMENT PRINTING INDIA.**

2-line Brevier Condensed. No. 23.

**A STITCH IN TIME, £1234567890.**

2-line Bourgeois Bold Face. No. 24.

**MILITARY & CIVIL DEPT, £4.**

Great Primer Condensed Old Style. No. 25.

**GOVERNMENT PRINTING India, 1234567890.**

Great Primer Latin. No. 26.

**COUNTESS OF DUFFERIN FUND, 1926.**

**Director-General Telegraph India.**

Great Primer Antique. No. 27.

**SPENCE HOTEL IN INDIA.**

**Government of India, 1345.**

2-line Long Primer Condensed. No. 28.

**THE VOLUNTEER CLUB, £2345689.**

2-line Small Pica, No. 1. No. 29.

**SUGAR COMPANY, £123.**

2-line Small Pica, No. 2. No. 30.

**BODY-GUARD, £12345.**

2-line Duple Pica Old Style Antique. No. 31.

**GOVT. India.**

4-line Small Pica. No. 32.

**LOWER BURMA  
Military Works.**

4-line Pica Condensed Antique. No. 33.

**GOVT. India 12.**

4-line Pica Old Style Antique. No. 34.

**INDIA, 19.**

4-line Pica. No. 35.

**ROYAL ARM.**

**Bombay Gazette.**

6-line Pica Thin Face. No. 36.

**DENMARK.**  
**Frankfort.**

6-line Pica Bold Face. No. 37.

**INDIA.**  
**France.**

## Brevier Black. No. 38.

When a European first sets his foot in China he will find the appearance, £197.

## Pica Black. No. 39.

Dale's History and Political Economy of India, £23.

## English Black. No. 40.

An Introduction to the Study of Architecture £234.

## Great Primer Black. No. 41.

Weekly Journal conducted by Dickens, £12.

## 2-line English Rimmed Black. No. 42.

**Sale by the Public Auction.**

## 4-line Small Pica Black Shaded. No. 43.

**Sale by Auction.**

## Great Primer German Text. No. 44.

*Specimens of Ornamental Letters admired by the Superintendent of,*

## 2-Line Pareil Ornamental. No. 45.

THIS IS THE LINE WHICH CONNECTS THE NAME AND HISTORY OF GOA

## 2-Line Brevier Manuscript. No. 46.

EXTRAORDINARY INSTRUMENTAL AND LOCAL CONCERT, 2456.

## 2-line Small Pica Script. No. 47.

*When a European sets his foot in China, L435.*

## 2-Line Small Pica Copper Plate. No. 48.

*When a European sets his foot in China, L49.*

Duble Pica Script. No. 49.

*God Save The King Emperor, 1926.*

2-line Great Primer Script. No. 50.

*His Excellency The Viceroy,  
1624.*

Long Primer Latin Italic. No. 51.

*WHEN A EUROPEAN FIRST SETS HIS FOOT IN CHINA, 2356*  
*When a European first sets his foot in China, he will find the appearance.*

Pica Bold Face Italic. No. 52.

***GOVERNMENT of India, 1234567890.***

4-line Pica Canon Old Style Italic. No. 53.





















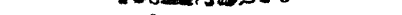



*HOME Dept. 14.*



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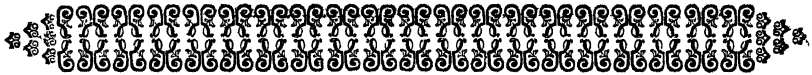
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Cheque.

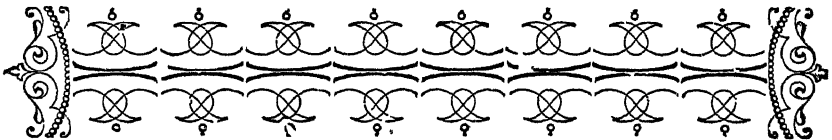
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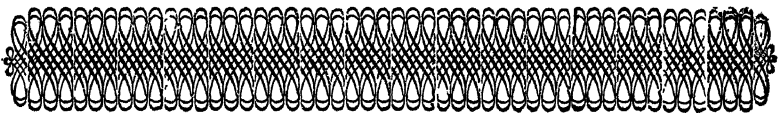
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No. 5.



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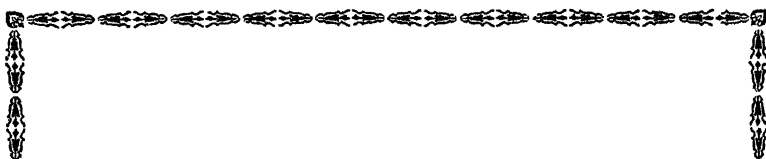
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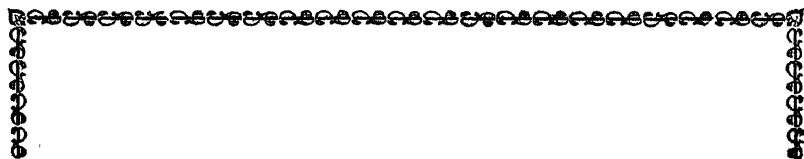
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## Ornamental Borders.

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No. 6.



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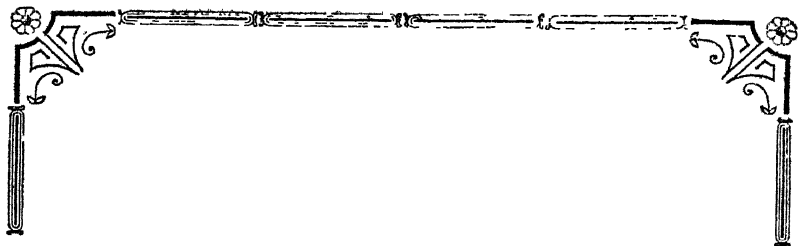


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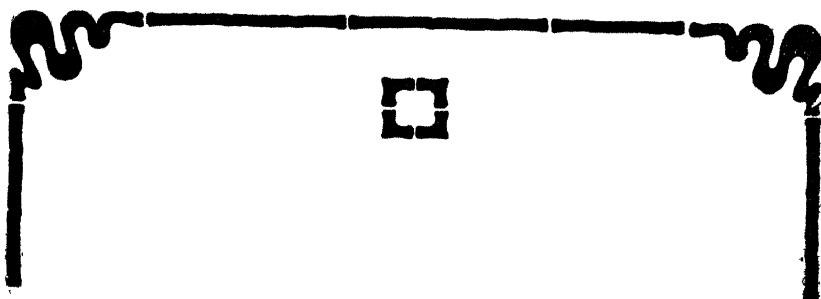


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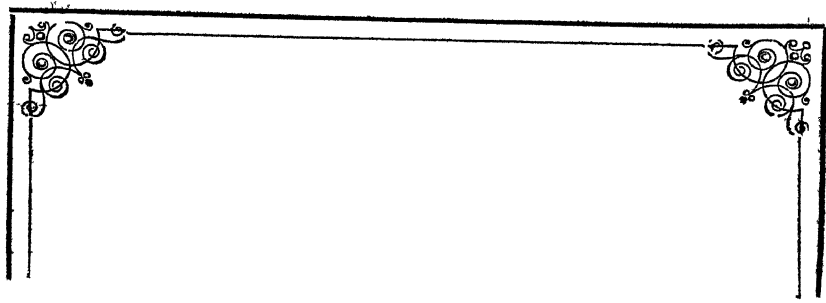
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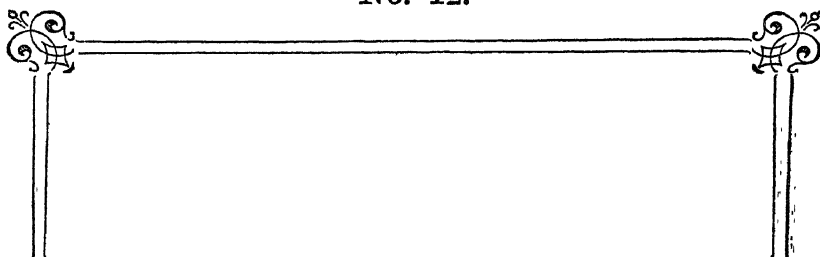


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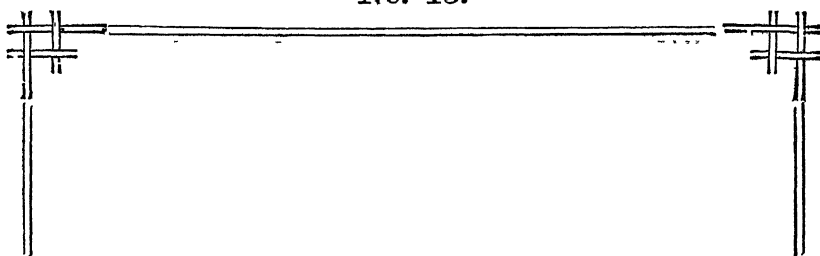


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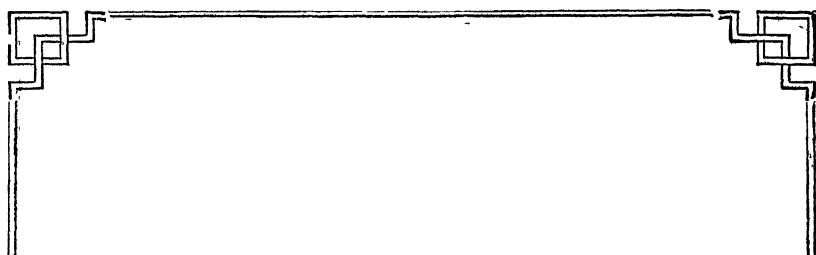
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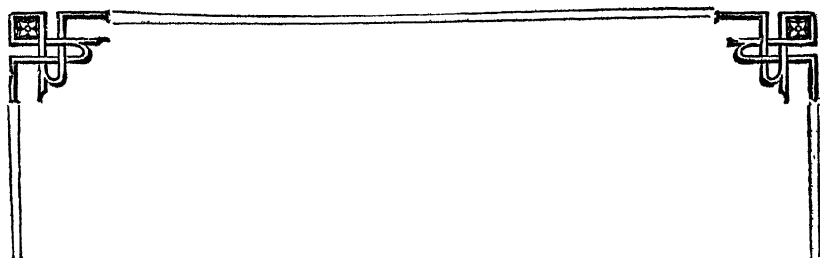
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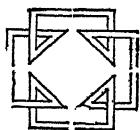
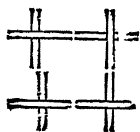
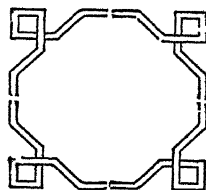
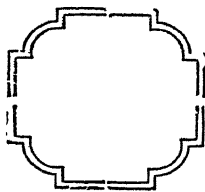
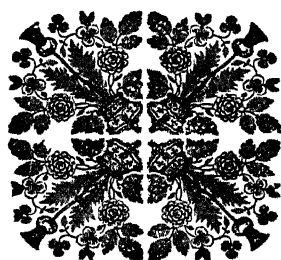
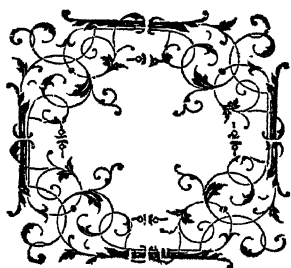


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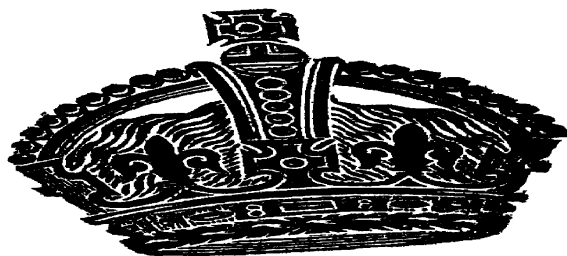
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77

Crowns.

No. 1.





## Royal Arms.

No. 1.



No. 2.



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No. 4.



No. 5.



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No. 7.



## Royal Arms.

No. 8.



No. 9.



No. 10.

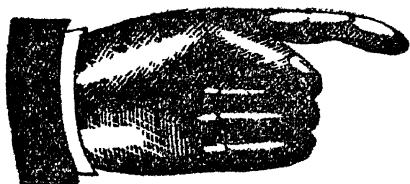


Hands, &amp;c.

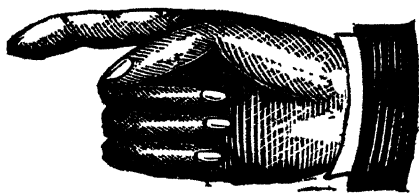
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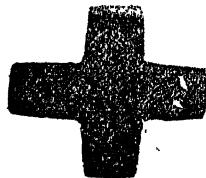
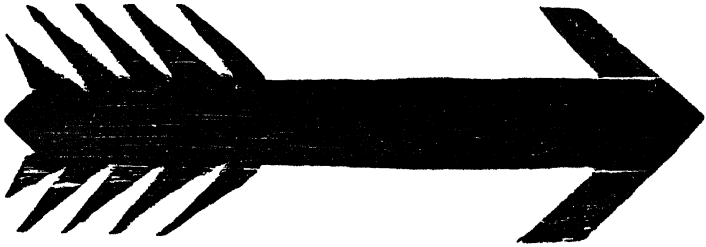


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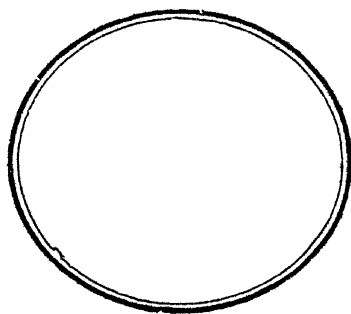
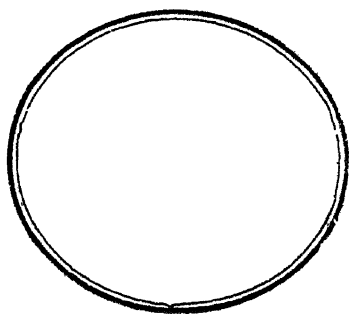
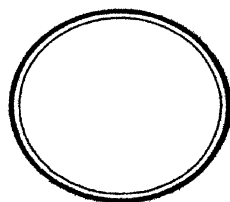
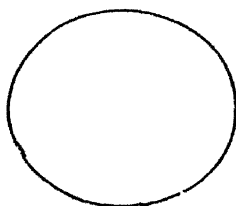
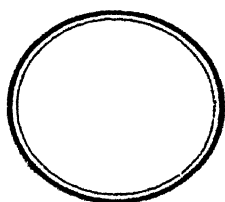
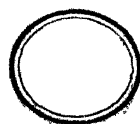
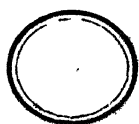
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No. 1.



Seals.

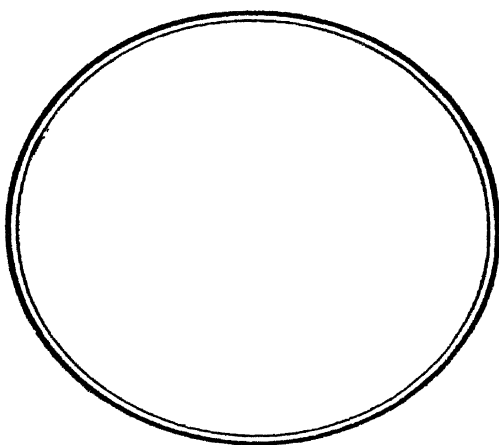
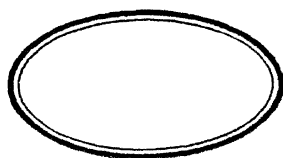
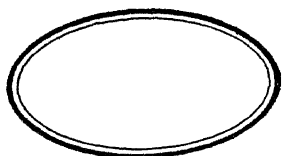
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82

Seals.

No. 2.





SPECIMENS OF BRASS TYPE

FOR

*Golding Letters.*



Minion Sanserif. No. 1.

GOD SAVE THE KING EMPEROR, 1933.

Brevier Old Style Italic. No. 2.

*EAST INDIAN RAILWAY, 1265.*

2-line Pareil Bold Face. No. 3.

REVIEW OF THE MILITARY OPERATIONS, 19.

Pica Sanserif. No. 4.

TO THE GOVERNOR-GENERAL OF INDIA, 123.

Pica Ornamental. No. 5.

GOVERNMENT OF MADRAS, 19.



2-line Minion Bold Face. No. 6.

**FOREIGN AND POLITICAL DEPT.**

2-line Brevier Grotesque. No. 7.

**BURMA STATE RAILWAY, 1918.**

Great Primer Grotesque. No. 8.

**PRIVATE SECY.'S PRESS, 12.**

2-line Long Primer. No. 9.

**VICEREGAL LODGE, SIMLA, 1918.**

2-line Small Pica. No. 10.

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